

Universal Design Chart

Strategy	Description
Reduce Excessive Length	Reduce wordiness and remove irrelevant material.
Use Common Words	Eliminate unusual or low frequency words and replace with common words (e.g. replace “utilize” with “use”
Avoid Ambiguous Words	For example, “crane” should be avoided because it could be a bird or a piece of heavy machinery
Avoid Irregularly Spelled Words	Examples of irregularly spelled words are “trough” and “feign”
Avoid Proper Names	Replace proper names with simple common names such as first names.
Avoid Inconsistent Naming	Avoid multiple names for the same concept.
Avoid Unclear signals	Well designed heading and graphic arrangement can convey information about the relative importance of information and order in which it should be considered.
Mark All Question	Give an obvious graphic signal (e.g., bullet, letter, number) to indicate separate questions.
Use Clear Graphs and Tables	Symbols used on graphs need to be highly discriminable. Labels should be placed directly next to plot lines so that information can be found quickly and not require short-term memory.
Use Clear Illustrations	When used, an illustration should be directly next to the question for which it is needed. Because illustrations create numerous visual and distraction challenges, and may interfere with the use of some accommodations (such as magnifiers), they should be used only when they contain information being assessed.